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Job details

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Bulletin Number	47197BR
Type of Recruitment	Transfer Opportunity
Department	Internal Services
Position Title	ADMINISTRATIVE SERVICES MANAGER II
Filing Type	Open Continuous
General Information	The ISD Human Resources Division is seeking a highly qualified, motivated, dependable and organized Administrative Services Manager II for a position in the Performance Management/Employee Relations Section. The position reports to the Section Manager of Performance Management/Employee Relations Section.
Requirements	***DO NOT APPLY ONLINE***

All interested permanent employees wishing to be considered for a lateral transfer and who hold the payroll title of **Administrative Services Manager II** or who are eligible for administrative reassignment in accordance with Civil Service Rule 15 are invited to submit a letter of interest, a resume highlighting education and experience, two writing samples, last two performance evaluations, and time records for the last two years to:

Lourdes Campos, Section Manager
Performance Management/Employee Relations Section
Internal Services Department
1100 N. Eastern Ave, Trailer Annex
Los Angeles, CA 90063
LCampos@isd.lacounty.gov | (323) 267-2435

All materials submitted will be evaluated. Only the most qualified employees, based on the information submitted, will be contacted for an interview. The interview will be used to determine the final selection. Resumes and related documentation will be accepted until the needs of the Service have been met.

Desirable Qualifications	<ul style="list-style-type: none">• Graduation with a Juris Doctor degree or its equivalent from a law school accredited by the Committee of Bar Examiners or approved by the American Bar Association or by the California Council for Post-Secondary Education.• Highly developed knowledge of the County Code, Los Angeles County Civil Service Rules and procedure.• Completion of Burstein/Prihar Advocacy Training.
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Duties	<p>Manages professional staff of departmental advocates responsible for conducting investigations and handling progressive disciplinary actions.</p> <p>Makes presentations and defends the department's personnel management practices before the County of Los Angeles Civil Service</p>
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Commission and the Employee Relations Commission.

Advises management on interpretation of departmental policy; and may provide training for managers and supervisors on the discipline process.

Vacancy Information The vacancy is located at the Internal Services Department, Discipline/Employee Relations Section, 1100 N. Eastern Ave., Trailer Annex, Los Angeles, CA 90063. This worksite is on a 4/40 work schedule.

Available Shift Day

Contact Name Lourdes Campos, Section Manager

Contact Phone (323) 267-2435

**California
Relay Services
Phone** 800-735-2922

Job Field Human Resources

Job Type Administrative Support

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